



**DEPARTMENT OF VETERANS AFFAIRS**  
**Regional Office**  
**1240 East Ninth Street**  
**Cleveland OH 44199**

July 10, 2007

**In Reply Refer To: 325/261**  
**Information Letter 26-07-04**

**TO: All VA Lenders**

**SUBJ: Validity Period and Related Requirements for Certificates of Commitment**

1. VA prior approval lenders are reminded that Certificates of Commitment issued by VA are valid for a period of 6 months. Any request for extension must be made in writing with justification and should be received by VA at least 21 days prior to the expiration of the existing commitment.

2. A valid certificate of commitment shall entitle the holder to the issuance of the evidence of guaranty or insurance upon the loan closing for the purposes described in the original report and upon the submission within 60 days after the settlement of a supplemental report indicating a proper loan closing and:

- a. The identity of the property purchased,
- b. That all property purchased or acquired with the proceeds of the loan has been encumbered as required by the regulations concerning guaranty or insurance of loans to veterans,
- c. Certification that any construction, repairs, alterations, or improvements paid for out of the proceeds of the loan have been completed properly in full accordance with the plans and specifications upon which the original appraisal was based, and
- d. Certification that the loan conforms otherwise with the applicable provisions of 38 U.S.C. Chapter 37 and the regulations concerning guaranty or insurance of loans to veterans.

3. No certificate of commitment shall be issued and no loan shall be guaranteed or insured unless the lender, the veteran, and the loan are shown to be eligible. Further, evidence of guaranty or insurance will not be issued on any loan unless the veteran, (or the veteran's spouse in the case of a veteran who cannot occupy the property because of active duty status with the Armed Forces), certifies that the veteran, or spouse of the active duty veteran, intends to occupy the property as his or her home. In the case of prior approval loans, these occupancy certifications must take place at the time of loan application and loan closing.

4. Please make sure you use the 12-digit VA loan identification number, indicating the state where the home is located, on all correspondence related to a particular loan.

5. A complete list of VA offices, states and their corresponding numbers is available upon request. If additional information is needed concerning these instructions, please call Mr. Mark Jamison, VA Loan Production Officer, at (800) 729-5772, ext. 3959.

/s/

JAMES L. BRUBAKER, JR.  
Loan Guaranty Officer